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# Latitudes

## August 2008

[HTTP://NNLM.GOV/PSR/NEWSLETTER](http://nnlm.gov/psr/newsletter)

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### Table of Contents

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1. [DOCLINE Mini-Tutorial: How to Find EFTS Libraries in your Region](#)
  2. [Welcome New EFTS Members!](#)
  3. [Membership Changes: New Members, New DOCLINE Libraries, Library Closures](#)
  4. [Service Continuity Planning: Online Training to Jumpstart YOUR Plan!](#)
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## August 2008 Articles

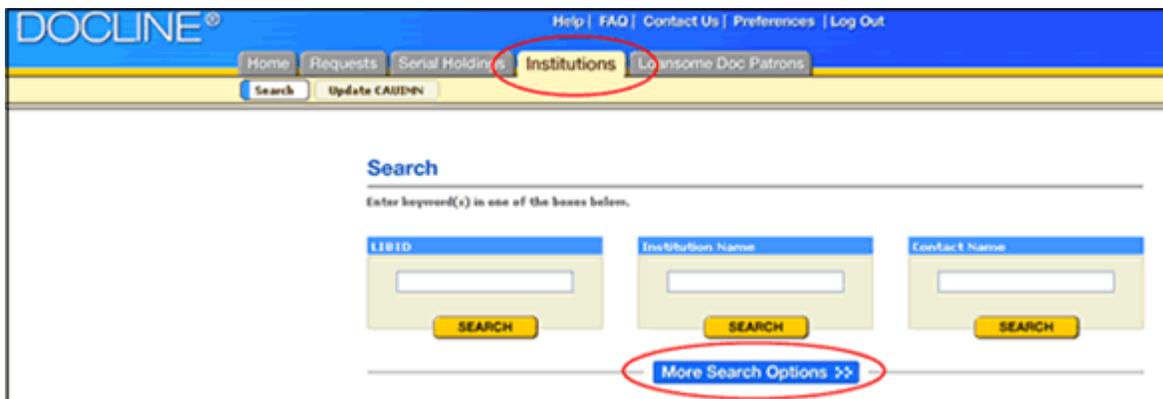
### [DOCLINE Mini-Tutorial: How to Find EFTS Libraries in your Region](#)

Posted on August 7th, 2008 by Julie Kwan | Filed under [Document Delivery](#)

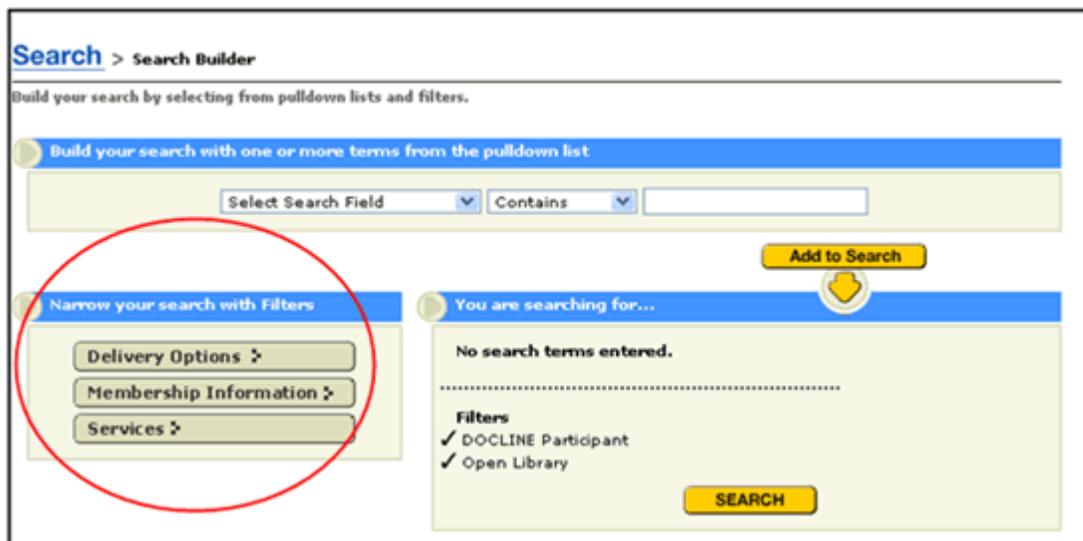
Now that so many libraries are joining EFTS, it's time to rethink your routing table! Here's how you can add EFTS libraries to it.

#### Which Libraries are in EFTS?

Do you want to know which libraries in our region are members of EFTS? To do this, login to DOCLINE, go to the Institutions tab, and click on More Search Options.



Then, click on one of the filter tabs on the left.



# Latitudes

Newsletter for the NN/LM Pacific Southwest Region

Select the boxes as shown below. Make sure to check: DOCLINE Participant, Open Library, My Region, and EFTS Participant.

The screenshot shows the 'Search > Search Builder' interface. At the top, there are navigation links: 'Top Filters', 'Delivery Options', 'Membership Information', and 'Services'. Below these are two buttons: 'ADD TO SEARCH' and 'CANCEL'. The interface is divided into four main sections:

- Top Filters:** Contains checkboxes for 'DOCLINE Participant' (checked), 'Open Library' (checked), 'My Routing Table' (unchecked), 'My Region' (checked), 'My State' (unchecked), 'Not My Routing Table' (unchecked), 'Not My Region' (unchecked), and 'Not My State' (unchecked). Three red arrows point to the checked boxes.
- Delivery Options:** Contains checkboxes for 'Delivers via Ariel', 'Delivers via Email PDF', 'Delivers via Email TIFF', 'Delivers via Mail', 'Delivers via Web PDF', 'Delivers via Web TIFF', and 'Delivers via Fax'. All are unchecked.
- Membership Information:** Contains checkboxes for 'Federal Library' (unchecked) and 'Reports Serial Holdings' (unchecked). Below this are sections for 'Library Level' (Primary Access Library, Resource Library, Regional Medical Library (RML), Other), 'Library Type' (Academic, Hospital, Public, Other), and 'Network Membership' (Full Member, Affiliate Member, Non-Member). A red arrow points to the 'EFTS Participant' checkbox in the Services section.
- Services:** Contains sections for 'Interlibrary Loan' (EFTS Participant checked, Fills International Requests, Fills Rush Requests, Fills Urgent Patient Care Requests, Provides Color Copies), 'Loansome Doc' (Affiliated Users, Public Users, Unaffiliated Health Professionals, International Library, International Users), and 'Library Services' (MEDLINEplus Consumer Health Library, Affiliated Users, Public Users, Unaffiliated Health Professionals).

Then click the Search button to get a list of EFTS libraries in your region.

**You can do more!**

# Latitudes

Newsletter for the NN/LM Pacific Southwest Region

For example, you might first want to look at EFTS libraries that are already in your routing table and move them to lower cells. You can also delete any libraries that are not EFTS or are not members of one of your DOCLINE library groups. When you are editing your routing table, you can click on the library name to see the Interlibrary Loan View that will tell you if the library is an EFTS participant and which DOCLINE library groups it is a member of.

**Update** > [DOCLINE Options](#) > Routing Table SAVE REQUEST APPROVAL RESET

CAUIMN - Napa State Hospital

**Routing Table**

Proposed Current Compare

The proposed view is where you edit your routing cells.

Cell: 1 2 3 4 5 6 7 8 9

Delete Move to Cell 1 Go  Select All

<input type="checkbox"/>	CAUHRK	<a href="#">ALTA BATES MEDICAL CENTER</a>
<input type="checkbox"/>	CAUZAB	<a href="#">Atascadero State Hospital</a>
<input type="checkbox"/>	CAUCCD	<a href="#">Contra Costa Regional Medical Center</a>
<input type="checkbox"/>	CAUDOH	<a href="#">DOCTORS MEDICAL CENTER</a>
<input type="checkbox"/>	CAUCFS	<a href="#">Fairview Developmental Center</a>
<input type="checkbox"/>	CAUSFF	<a href="#">Health Sciences Library</a>
<input type="checkbox"/>	CAUKPS	<a href="#">KAISER PERMANENTE MEDICAL CENTER</a>
<input type="checkbox"/>	CAUKRC	<a href="#">KAISER PERMANENTE MEDICAL CENTER</a>
<input type="checkbox"/>	CAUBWV	<a href="#">KAISER PERMANENTE MEDICAL CENTER (SOUTH SACRAMENTO)</a>
<input type="checkbox"/>	CAUKSR	<a href="#">Kaiser Permanente Medical Center</a>
<input type="checkbox"/>	CAUKWC	<a href="#">Kaiser Permanente Medical Center Walnut Creek</a>
<input type="checkbox"/>	CAUPNS	<a href="#">LANTERMAN DEVELOPMENTAL CENTER</a>
<input type="checkbox"/>	CAUMEO	<a href="#">Mercy Medical Center Merced, Community Campus</a>
<input type="checkbox"/>	CAUPFX	<a href="#">PATTON STATE HOSPITAL</a>

**Workspace**

Delete Move to Cell 1 Go

Select All

Your Groups

- NCNMLG Northern California and Nevada Medical Library Group

1 of 100 Rows Full

**Add to Workspace**

Option 1

LIBID  Add

Option 2

Find and Add Institutions with the [Search Interface](#)

[Print All Cells](#)

Select LIBID(s) to move between cells or between the workspace and a cell. Institutions within cells are ordered alphabetically by institution name. For detailed instructions, see Help.

Next, you may want to find EFTS libraries that are not part of your routing table. Be sure to check Not My Routing Table.

# Latitudes

Newsletter for the NN/LM Pacific Southwest Region

[Search](#) > Search Builder

[Top Filters](#) - [Delivery Options](#) - [Membership Information](#) - [Services](#)

ADD TO SEARCH

CANCEL

### Top Filters

- DOCLINE Participant
- Open Library
- My Routing Table
- My Region
- My State
- Not My Routing Table
- Not My Region
- Not My State

### Delivery Options

- Delivers via Ariel
- Delivers via Email PDF
- Delivers via Email TIFF
- Delivers via Mail
- Delivers via Web PDF
- Delivers via Web TIFF
- Delivers via Fax

### Membership Information

- Federal Library
- Reports Serial Holdings
- Library Level**
- Primary Access Library
- Resource Library
- Regional Medical Library (RML)
- Other
- Library Type**
- Academic
- Hospital
- Public
- Other
- Network Membership**
- Full Member
- Affiliate Member
- Non-Member

### Services

#### Interlibrary Loan

- EFTS Participant
- Fills International Requests
- Fills Rush Requests
- Fills Urgent Patient Care Requests
- Provides Color Copies

#### Loansome Doc

- Affiliated Users
- Public Users
- Unaffiliated Health Professionals
- International Library
- International Users

#### Library Services

- MEDLINEplus Consumer Health Library
- Affiliated Users
- Public Users
- Unaffiliated Health Professionals

Then scroll down to the bottom of the results list. Click the Add to Routing Table button.

Actions for Selected Institutions	View Options
<input type="button" value="Print"/> <input type="button" value="Add to Routing Table"/>	View: <input type="text" value="Institution List"/>
<input type="button" value="Download"/> <input type="button" value="Add to M/A/N Map"/>	Sorted by: <input type="text" value="Institution"/>
	Results per page: <input type="text" value="25"/> <input type="button" value="REFRESH"/>

# Latitudes

Newsletter for the NN/LM Pacific Southwest Region

This will put those libraries into the workspace of your routing table. Now you can move those libraries to specific cells in your routing table.

Save your work as you go by clicking on the Save button. When finished, click Request Approval. This sends a message to the RML office so that we can approve your request and put it into production. Your changes will not take place until the RML approves them!

The screenshot shows the 'Routing Table' interface for 'CAUIMN - Napa State Hospital'. At the top, there are navigation links: 'Update > DOCLINE Options > Routing Table'. On the right, there are three buttons: 'SAVE', 'REQUEST APPROVAL', and 'RESET', with 'REQUEST APPROVAL' circled in red. Below the navigation is a sidebar with menu items: 'Address', 'People', 'Membership', 'Services & Fees', 'DOCLINE Options' (highlighted), 'Loansome Doc', and 'Out of Office'. A 'Print All Cells' link is also present with a brief instruction: 'Select LIBID(s) to move between cells or between the workspace and a cell. Institutions within cells are ordered alphabetically by institution name. For detailed instructions, see Help.'

The main area is titled 'Routing Table' and has tabs for 'Proposed', 'Current', and 'Compare'. Below the tabs, it says 'The proposed view is where you edit your routing cells.' There are nine numbered cells (1-9) at the top. Cell 2 is selected. Below the cells is a table of institutions with checkboxes and links:

Cell	LIBID	Institution Name
<input type="checkbox"/>	CAUHRK	<a href="#">ALTA BATES MEDICAL CENTER</a>
<input type="checkbox"/>	CAUZAB	<a href="#">Atascadero State Hospital</a>
<input type="checkbox"/>	CAUCCD	<a href="#">Contra Costa Regional Medical Center</a>
<input type="checkbox"/>	CAUDOH	<a href="#">DOCTORS MEDICAL CENTER</a>
<input type="checkbox"/>	CAUCFS	<a href="#">Fairview Developmental Center</a>
<input type="checkbox"/>	CAUSFF	<a href="#">Health Sciences Library</a>
<input type="checkbox"/>	CAUKPS	<a href="#">KAISER PERMANENTE MEDICAL CENTER</a>
<input type="checkbox"/>	CAUKRC	<a href="#">KAISER PERMANENTE MEDICAL CENTER</a>
<input type="checkbox"/>	CAUBWV	<a href="#">KAISER PERMANENTE MEDICAL CENTER (SOUTH SACRAMENTO)</a>
<input type="checkbox"/>	CAUKSR	<a href="#">Kaiser Permanente Medical Center</a>
<input type="checkbox"/>	CAUKWC	<a href="#">Kaiser Permanente Medical Center Walnut Creek</a>
<input type="checkbox"/>	CAUPNS	<a href="#">LANTERMAN DEVELOPMENTAL CENTER</a>
<input type="checkbox"/>	CAUMEO	<a href="#">Mercy Medical Center Merced, Community Campus</a>
<input type="checkbox"/>	CAUPFX	<a href="#">PATTON STATE HOSPITAL</a>

Below the table is a 'Workspace' section with a 'Move to Cell 1' dropdown and a 'Go' button. It includes a 'Delete' button, a 'Select All' checkbox, and a list of 'Your Groups' with checkboxes: 'NCNMLG', 'Northern California and Nevada Medical Library Group', and '1 of 180 Rows Full'. There are also 'Add to Workspace' options: 'Option 1' with a 'LIBID' input field and an 'Add' button, and 'Option 2' with the text 'Find and Add Institutions with the Search Interface'.

Please contact [Julie](#) or [Marco](#) if you have any questions! Additional information is also available in DOCLINE Help.

## [Welcome New EFTS Members!](#)

Posted on August 29th, 2008 by Julie Kwan | Filed under [Document Delivery](#)

Welcome to our new EFTS members! There are now 195 EFTS members in the Pacific Southwest, representing 48.4% of our DOCLINE libraries! In addition, our region now has the second largest number of EFTS libraries; only the Middle Atlantic Region has more. The following 7 Pacific Southwest libraries have joined EFTS since June 19, 2008:

Los Angeles County Department of Public Health  
Public Health Library  
Los Angeles, CA  
CAULPO  
Joined 7/7/2008

Alameda County Medical Center  
Medical Library  
Oakland, CA  
CAUOAC  
Joined 7/15/2008

Naval Medical Center San Diego  
Medical Library  
San Diego, CA  
CAUNRT  
Joined 7/29/2008

Washington Hospital Healthcare System  
Grimmer Health Sciences Library  
Fremont, CA  
CAUWHG  
Joined 8/7/2008

Harbor UCLA Medical Center  
A. F. Parlow Library of the Health Sciences  
Torrance, CA  
CAUHUC  
Joined 8/8/2008

San Joaquin General Hospital  
Medical Library  
French Camp, CA  
CAUJGH  
Joined 8/15/2008

Los Angeles County USC Healthcare Network  
General Hospital Medical Library  
Los Angeles, CA  
CAULUM  
Joined 8/15/2008

DOCLINE libraries that are members of EFTS or reciprocal lending groups, such as FreeShare, can virtually eliminate all billing and check writing for DOCLINE requests. In fact, NLM prefers that its requesters use EFTS.

If you have any questions, please call our office at (800) 338-7657 or contact Julie or Marco.

## [Membership Changes: New Members, New DOCLINE Libraries, Library Closures](#)

Posted on August 29th, 2008 by Julie Kwan | Filed under [General](#)

We welcome our new members! The following libraries have joined the National Network during the past year.

### **Full Members**

Kaiser Permanente Medical Center  
Health Sciences Library  
Antioch, CA  
Elizabeth Lucas, Library Manager  
Joined 9/13/07

West Coast University  
Orange County Campus Library  
Anaheim, CA  
Danielle Linden, Librarian  
Joined 3/3/08

Acupuncture and Integrative Medicine College of Berkeley  
AIMC Berkeley Learning Resource Center  
Berkeley, CA  
Mahate Osborn, Library Director  
Joined 3/20/08

San Joaquin Valley College Library  
Rancho Cucamonga, CA  
Adalyn Watts, Librarian  
Joined 5/29/08

## Affiliate Members

Cancer Center of Santa Barbara  
Santa Barbara, CA  
Sam Howland, Library Coordinator  
Joined 9/5/2007

Apollo College Library (Mesa)  
Mesa, AZ  
Heather Hershey - Librarian  
Joined 10/2/07

CVE, Inc.  
San Francisco, CA  
Lorna D. Jones, CEO  
Joined 11/20/07

Sacramento Public Library  
Sacramento, CA  
Alison B. Landers, Deputy Director for Public Services  
Anne Marie Gold, Library Director  
Joined 11/28/07

Mission Community Hospital  
Panorama City, CA  
Ginger Hartman, Medical Staff Coordinator  
Joined 11/30/07

Apollo College Library (Tucson)  
Tucson, AZ  
Donna M. Glenn - Librarian  
Joined 1/16/08

Sistas of AZ  
Chandler, AZ  
Angie Morton - Vice President  
Joined 1/24/08

California State University, Northridge  
Oviatt Library  
Northridge, CA  
Marcia Henry - Database Coordinator  
Joined 2/5/08

## **Affiliate Members (continued)**

San Francisco State University  
J. Paul Leonard Library  
San Francisco, CA  
Debbie Masters - Library Director  
Joined 2/21/08

Marin County Free Library  
San Rafael, CA  
Dora Irene Morales - Spanish Language Services Librarian  
Joined 3/6/08

Office of Statewide Health Planning and Development  
Sacramento, CA  
Jonathan Teague - Manager, Healthcare Information  
Joined 3/20/08

Ventana Medical Systems  
Tucson, AZ  
Cindy Elliott - Research Librarian  
Joined 4/3/08

Whiteriver Indian Hospital, USPHS, IHS  
Clinical Information Resources  
Whiteriver, AZ  
Scott Gaustad - Commander, USPHS, Physical Therapist  
Joined 4/29/08

Hawaii Pacific University  
Atherton Library  
Kaneohe, HI  
Linda Uchida, Health Sciences Librarian  
Joined 5/13/08

## **New to DOCLINE**

Northridge Hospital  
Northridge, CA  
CAUNTM

## No longer a DOCLINE library

The following libraries no longer participate in DOCLINE. Please remove them from your routing tables. While removing these libraries, check your routing tables for libraries labeled “Closed” or “Not a DOCLINE Library”. (Do not remove libraries that are listed as “Inactive”; they are most likely on vacation.)

Fallbrook Hospital  
Fallbrook, CA  
CAUFLI

Guam Memorial Hospital Authority  
Tamuning, Guam  
GUUGUM

Pacific Biotechnology  
San Diego, CA  
CAULIV

Watsonville Community Hospital  
Watsonville, CA  
CAUWWA

## Library Closures

The following libraries have closed, or we just learned that they were closed awhile ago.

Career Education Institute  
Library  
Henderson, NV  
NVUKWS

Feather River Hospital  
Medical Library  
Paradise, CA  
CAUGVZ

New College of California  
Library  
San Francisco, CA  
CAUWEN

## Library Closures (continued)

Providence San Pedro Peninsula Hospital  
John T. Burch Medical Library  
San Pedro, CA  
CAUSPP  
(merged into Little Company of Mary Hospital — CAUZED)

Raymond W. Bliss Army Health Center  
Health Education Resource Center  
Fort Huachuca, AZ  
AZUBAH

Weed US Army Community Hospital  
Medical Library  
Fort Irwin, CA  
CAUWEE

Western Arizona Regional Medical Center  
Health Sciences Information Resource Center  
Bullhead City, AZ  
AZUZPQ

## [Service Continuity Planning: Online Training to Jumpstart YOUR Plan!](#)

Posted on August 29th, 2008 by Heidi Sandstrom | Filed under [Emergency Preparedness](#)

An emergency can be as wide-scale as an earthquake or flash flood or as local as a burst pipe in the book stacks. Do you know how to ensure the continuation of your primary services and access to your primary resources in the event of an emergency at your library? Learn (and share) strategies during this 90 minute online (Adobe Connect) class being offered from 1:30 to 3 PM PDT on Tuesday, September 23, 2008. Dan Wilson, Coordinator, NN/LM Emergency Preparedness Project, will present a simple, relatively quick approach to creating a service continuity plan. Dan Wilson is Associate Director for Collection Management and Access Services at University of Virginia Claude Moore Health Sciences Library.

To register for this class go to [http://nmlm.gov/psr/training/reg/service\\_continuity.html](http://nmlm.gov/psr/training/reg/service_continuity.html).

Registration deadline: **September 19, 2008**. Instructions on how to participate via Adobe Connect will be sent to you the week prior to the class.

More information about Service Continuity Planning can be found on the NN/LM Emergency Preparedness and Response Toolkit website at <http://nmlm.gov/ep/category/service-continuity-planning/>.